

Risk assessment

Name of activity, event, and location	General Site Risk Assessment Gradbach Scout Camp	Date of risk assessment	30 th April 2024	Name of person doing this risk assessment	Mark Rushworth
		Date of next review	April 2024		

What could go wrong? What hazard have you identified? What are the risks from it?	Who is at risk?	What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs?	Review & revise What has changed that needs to be thought about and controlled?
<p>A hazard is something that may cause harm or damage.</p> <p>The risk is the harm that may occur from the hazard.</p>	For example: young people, adult volunteers, visitors	<p>Controls are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.</p>	Keep checking throughout the activity in case you need to change what you're doing or even stop the activity. This is a great place to add comments which will be used as part of the review.
Use of car park- vehicles moving around site Pedestrian Impact from vehicles	All campers and staff	<p>Camping areas closed off to traffic movements. (other than loading / unloading)</p> <p>Drivers asked to observe site speed limits (5mph) and drive with care and awareness of pedestrians</p> <p>Young people should be briefed to be aware of vehicles when moving around site.</p> <p>During times of high traffic volume at events, site staff in hi-viz jackets will be present to manage traffic and pedestrians.</p>	
Slips Trips and Falls		<p>Pedestrianised areas and paths kept clear across the site.</p> <p>Lighting provided in busy areas such as around accommodation buildings and toilet block.</p> <p>Group leaders advised to brief young people to take care and not to run when moving around.</p>	
LPG leaks	All campers and staff	<p>LPG installations are professionally installed and inspected by by supplier</p> <p>LPG Storage area kept clear of combustible materials to minimise danger of fire.</p> <p>Clear signage shown on tank to warn of flammable materials.</p> <p>Gas re-filled only by qualified external contractor (Bywater gas).</p>	
First Aid / Injury	All campers and staff	<p>Staff members are First Aid trained.</p> <p>A maintained Automated External Defibrillator (AED) is available (located on the end of the Den building)</p> <p>First aid kits are available in all buildings and activity areas.</p>	
Dehydration	All campers and staff	All campsite and activity areas have drinks available.	
Safeguarding Incident	All campers and staff	<p>All visiting adults / leaders responsible for young people on site are responsible for the wellbeing of their young people.</p> <p>Site volunteer staff have completed safeguarding training & DBS checks</p> <p>Duty wardens / leaders are able to liaise with the Scout Association's central safeguarding team for support.</p>	

You can find more information in the [Safety checklist for leaders](#) and at scouts.org.uk/safety

UKHQ template published January 2023

Risk assessment

Fallen trees or damage to tree branches	All campers and staff	The site is zoned into High, and low risk areas, an arboreal survey is completed on regular basis by a competent person to identify high hazard trees, and a management plan is in place for these areas. Low risk areas are managed as natural woodland. All site users are asked to be vigilant of and report hazards. Groups leading camping should include hazards of site selection in their risk assessment and training to participants.	
Trespass or unauthorised people on site.		All buildings are lockable and guests are given keys to secure buildings when not occupied. Critical services, equipment and stored are secured when not in use. All staff, volunteers and visitors are asked to be vigilant for unauthorised people, and either challenge or report concerns	
Electrical fault or damage to electrical systems on site		Site-wide fixed wire electrical testing carried out every 5 years. All circuits protected by appropriate fuses and RCDs. • All new electrical installations tested by NICEIC certified engineers. All electrical works on site carried out by suitably qualified staff. Portable Appliance Testing (PAT) carried out by external third party contractor annually. Sufficient electrical sockets supplied in buildings to avoid overuse of extension cables. All electrical equipment on site used in accordance with manufacturers' instructions. Where appropriate, equipment only used by trained staff (such equipment is stored in a locked storage area). Defective plugs/equipment reported immediately and taken out of use.	
Power cut		All buildings fitted with emergency lighting which illuminates in the case of a power cut. All emergency exit signs are photoluminescent. Back-up generator operates in the case of a power cut, which ensures continuing sanitation / water supply.	
Water contamination (e.g. Legionella) or problem with water systems on site.		A full L8 risk assessment and management plan is in place for the site which includes flushing, and temperature checks for services.	
Exposure to Asbestos in older structures on site.		An asbestos management plan is in place for the centre. Any asbestos present is managed in accordance with HSE guidance.	
Fire- Building		Fire Risk Assessment carried out at least every 12 months, actions completed according to recommendations and monitored. All buildings fitted with fire alarm system which is tested on a weekly basis. All buildings fitted with fire extinguishers Fire escape routes kept clear and unlocked. Fire escape routes clearly marked Every building has Fire Action notices displayed, which details fire hazards and specified means of escape and fire actions. Groups are reminded of the fire procedures upon arrival and this information is repeated at fire points within the building. It is recommended that groups complete a fire drill on arrival.	
Fire- campsite		Campfires only permitted on concrete fire pits provided. Fire beaters provided across campsites	

You can find more information in the [Safety checklist for leaders](#) and at scouts.org.uk/safety

UKHQ template published January 2023

Risk assessment

Wood Pile		Area checked regularly by site staff to ensure wood pile height is controlled. Contractors delivering wood must gain permission before donating wood Leaders advised to ensure young people are supervised at all times in the wood pile area.	
Waste and Recycling Area		Regular collections to ensure waste does not build up above storage capacity Area regularly checked and tidied to ensure it is free from trip hazards. Any over-flowing waste put into temporary storage bins Staff trained to wear PPE (latex gloves, provided) when handling waste. All existing cuts or grazes to be covered by a plaster whilst at work. All bins have solid lids, and any over-flowing waste cleaned up as soon as it is reported, to prevent vermin being attracted to the area.	
Falls from Heights		Any artificial structure providing access to height is secured from unauthorised access. Staff and volunteers are trained in safe working at height and provided with necessary controls and PPE when this is required.	
Work Equipment & plant		All work equipment is inspected before use and on a regular basis dependent on its level of risk as determined by PUWER. High risk equipment which presents a high risk of injury if used incorrectly, will only be used by trained staff.	
Manual handling injury to staff / customers		Customers are responsible for the safety of their group while completing self-led activities – including loading or unloading equipment, collecting firewood. Trolleys or other manual handling aids are available from site staff on request.	
Vermin		Site staff are vigilant for signs of vermin in and around buildings. Professional pest contractors are used to control rodents and vermin on an annual contract and where necessary.	
Adverse Weather		If adverse weather puts users of the site at risk due to cold, rain, fog etc, site staff will continually review the situation and offer assistance to groups as required. In the event of adverse weather whilst camping at Gradbach the three buildings, plus tractor shed are available to accommodate all campers internally as required.	

Don't forget, as part of your programme planning, you should have contingency activities in reserve just in case you can't do what was planned or you need to stop half way through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk assessed contingency activities prior to them taking place and communicated key information to those involved as with all activities.

You can find more information in the Safety checklist for leaders and at scouts.org.uk/safety

UKHQ template published January 2023